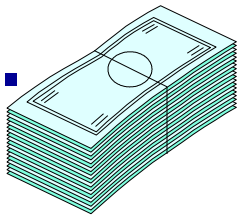
Overview
Policy & Responsibilities
Traveler Training
Defense Travel System

What is DTS?

- **DoD MANDATED travel system.**
- **Web based application.**
- **Paperless and CAC card accessible.**
- **Traveler creates authorization, electronically routes for approval, voucher created from authorization, split disburses within 2/3 day.**

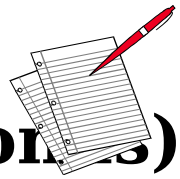
Major Benefits

- **Simplified numerous travel regulations.**
  (Appendix O, JFTR/JTR)
  https://secureapp2.hqda.pentagon.mil/perdiem/jftr(aa-au).pdf
- **Appendix O policy checks are included in DTS.**
- **Accurate obligations.**
- **Financial savings.**
- **Faster reimbursement**



DTS Usage

Types of Travel done in DTS



- Routine TDY (conus/ocon[illegible]).
- Personal leave in conjunction with [illegible]
- Group travel.
- Travel to multiple TDY locati[illegible]
- Local travel vouchers (SF 1[illegible]
- Travel with multiple accounting stations.
- TDY funded through MIPRs/Direct Fund Cites.

Travel currently not supported in DTS

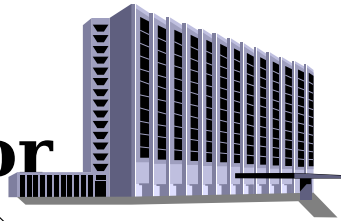
- ✔ Senior ROTC
- ✔ Ready Reserve
- ✔ TDY as part of a PCS
- ✔ Contractors
- ✔ Foreign Nationals
- ✔ Pre-employment
- ✔ Retirees called to active duty
- ✔ Patients, escorts, and attendants
- ✔ Emergency situations while TDY
- ✔ Non-Appropriated Fund
- ✔ Classified Travel
- ✔ TDY funded by another organization (must be using DTS)
- ✔ Constructive Travel (available in Monroe Release E)
- ✔ PLOT Phase 2 (available in Monroe Release E)
- ✔ Group Travel, Phase 2 (automated reservations in Monroe Release)

Travelers Responsibilities

Traveler Responsibilities

1. **Follow policy and procedures outlined in Appendix O, JFTR/JTR.**

https://secureapp2.hqda.pentagon.mil/perdiem/jftr(aa-au).pdf



- **Be provided or reimbursed for**
  - Transportation, Food, Lodging
  - Reasonable and necessary expenses.

- **Make all arrangements through the DTS/CTO.**
  - Tickets - Air, Rail, Bu
  - Rental Cars
  - Lodging

4. **Be advised in advance of their**

Traveler Responsibilities

5. Paid every 30 days when TDY is over 45 days. (Scheduled Partial Payments).

- Prior approval required.
- Payment corresponds to arrival of charge card bills.

6. Comply with all ethical rules.

- May keep items of “Nominal” value.
- May accept benefits for voluntarily giving up overbooked seat.
  - No additional expense to the government.
  - No negative mission impact.

Traveler Responsibilities

7. Frequent traveler benefits (miles/points, upgrades, etc.)

- May be kept by the traveler for personal use if:
  - Obtained under the same terms as offered to the general public
  - No additional expense to the government.

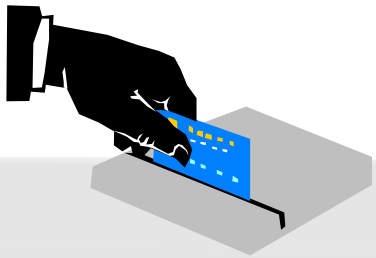
Government Charge Card

Government Travel Charge Card

- ✓ **Given to Frequent Travelers**
- ✓ **Use is MANDATORY for travel expenses as follows:**

  http://www.dod.mil/comptroller/fmr/09/09_03.pdf

  - Transportation (except Centrally-Billed Account)
  - Lodging
  - Rental Vehicle
  - Other Travel Related Expenses (Meals, Gas, etc.)
- ✓ **Approved exception:**
  - Vendor does not accept GOVCC
  - Local transportation, parking
  - Taxi, tips
  - Phone calls
  - Meals, when not practical (i.e. large groups)



Government Travel Charge Card

- **If Traveler has a government charge card, it must be used for ATM Advance fees to be reimbursed.**

  1 Service Fee: Bank fee that is charged for using their terminal.

  2 Advance Fee: Cash advance fee that Bank of America charges.

  3% or $2.00 minimum

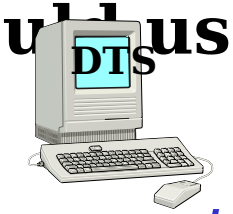
- **If Traveler does not have government charge card and uses personal card for ATM advance:**

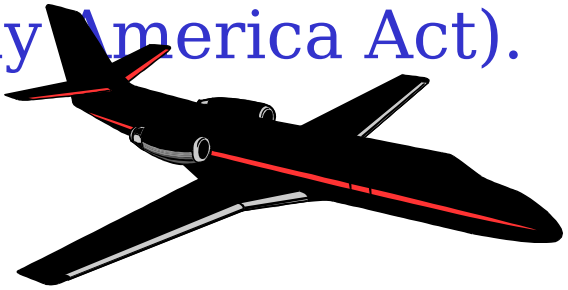
  1 Unofficial expenses will be reimbursed at

Transportation

Commercial Air

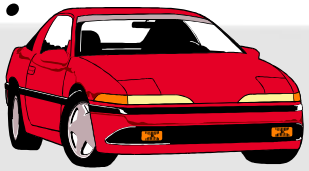
- **DoD Policy is traveler should use:**
  - Contract "City Pairs". *Other than contract flights must be documented.*
  - American Flag Carriers (Fly America Act).
    - Coach Class.
- **Rest stops, rest periods.**
- **Flights home at government expense.**





Rental Vehicles

- **Traveler cannot be directed to take a Rental Vehicle TDY/TAD.**
- **Authorized for official business only.**
- **Reimbursement for all costs associated with rental.**
- **Rental agency must have a Surface Deployment & Distribution Command contract.**
  - ***No insurance in CONUS, though can be authorized OCONUS.***
- **Vehicle size/quantity necessary to mission requirements (DTS defaults to compact)**



Government Transportation

- **Military Air - Patriot Express. (Formerly Cat B)**
  - ➥ Used when available and meets mission requirements.
    - Air Mobility Command flights.
    - Flights between CONUS and OCONUS.

- **Government Ground Transportation.**
  - Used for official business only.
  - Traveler is liable if accidents occurs and not in official capacity.

Privately Owned Vehicle (POV)

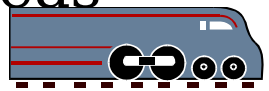
- **Traveler cannot be directed to take POV.**
- **Standard mileage rates apply.**
  - Use Defense Table of Official Distances (DTOD).

https://dtod.sddc.army.mil/

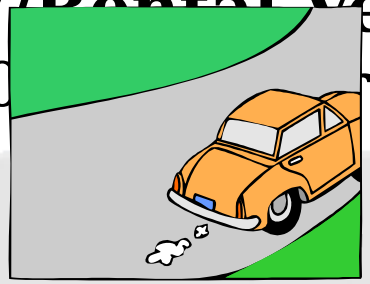
- **Traveler must be clear that use is:**
  - Benefit to the government = full reimbursement.
  - Convenience of traveler = reimbursement will be based on should cost of authorized travel

Allowable Travel Days

- **Commercial Air._**
  - Within CONUS or within one OCONUS area = 1 day.
  - Between CONUS and OCONUS areas = ticketed times.



- **Ground transportation (bus, train, etc).**
  - Ticketed times of travel (scheduled departure date to arrival date).
- **POV/Rental Vehicle.**
  - 40 [illegible] day.



Lodging

Government Lodging

- **AO can direct government quarters only if:**
  - Traveler is a uniformed member,
  - Traveler is TDY to installation, and
  - Government quarters exist on base.
- **Government quarters available must obtain non-availability number**

Commercial Lodging

- **To meet mission requirements.**

- **Taxes "*Not Included*" in CONUS Rate (US territories),**
  claim as a separate reimbursable expense.

- **No reimbursement if staying with relatives/friends.**

- **AO can approve more than per diem if**
  necessary, follow local business rules on the subject.

Meals & Incidental Expenses (M&IE)

Meals

- **First/last day - 75% rule.**
  (75% of rate for TDY location or stopover)
- **Other days:**
  - ***Full Meal Rate (FMR).***
  - ***Government Meal Rate (GM***
  - ***Must be TDY to installation.***
  - ***Must be staying in government quarters.***
  - ***Must be prescribed before travel begins.***
    - ➥***Prescribed rate may be increased during or after travel.***
      - ***Cannot be reduced unless a meal is provided (conference registration fee, etc.***
  - ***Proportional Meal Rate (PMR).***

Proportional Meal Rate

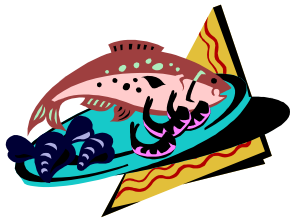
What is it?

- **PMR is the average of the locality Full Meal Rate (FMR) and the Government Mess Rate (GMR).**
  (cost for three meals in a government mess/dining facility.)

- **The appropriate amount for i (CONUS vs OCONUS) is added.**

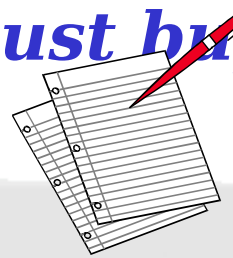
DTS correctly computes rate.

Proportional Meal Rate



When used?

- **Used when the traveler:**
  - *Is in base quarters, 1 or 2 meals available in government mess.*
  - *Is in base quarters, GMR prescribed by AO, but mess was only available for 1 or 2 meals.*
  - *Has 1 or 2 meals paid by government.*
  - *Is not entitled to per diem, must buy 1 or 2 meals.*



- **Authorized by:**
  - *Authorizing Official (AO).*
  - *Commander of a training facility*

Incidental Expenses

- **Covers miscellaneous expenses**
  - ***Do not confuse with reimbursable expenses.***

- **How much?**
  - ***CONUS = $3.00 per day.***
  - ***OCONUS = $3.50 per day or locality rate.***

- **Received when any meal rate is authorized.**
  - ***Travelers on field duty only receive IE if Essential Unit Messing is authorized.***

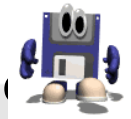
- **Included in per diem expenses, not**

Reimbursable Expenses

Reimbursable Expenses

➔ **Travelers will be reimbursed for necessary and reasonable travel/transportation related expenses, such as:**

- **ATM Fees**
- **Passport/Visas Fees**
- **Costs of traveler's checks, money orders, or certified checks**
- **Energy surcharge**
- **Lodging Taxes for (CONUS only)**
- **Currency Conversions/Cashing U.S. Government Checks**
- **CTO Fees**
- **Use of computers/printers/fax machines etc.**



Reimbursable Expenses (continued)

- **Tips for taxis/limousi**

- **Parking Fees at terminal (NTE cost of taxi fares).**
- **Fees for using terminal.**

- **Costs of transportation to/from terminal.**
  (based on odometer reading)

- **Transportation costs around the TDY location**
- **Baggage tips (Civilians only if Government property).**

- **Laundry/dry cleaning/clothes pressing (CONUS only).**
  (Civilians – 4 nights TDY)
  (Uniformed – 7 nights/Max $2 per day)

Reimbursable Expenses (continued)

➔ **The following expense types must be authorized/approved.**

- **Calls Home (AO must limit amount)**
- **Typing services/clerical assistance**
- **Service fees for interpreters/packers/guides/drivers**
- **Storage of property used for official business**

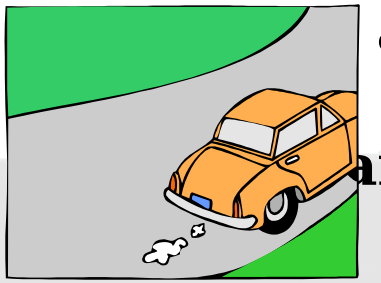
- **Room rental used for official business**
- **Excess Baggage**
- **Registration Fees**
- **Dual lodging costs**
- **Lodging Late Checkout Fees**

When in doubt – Check with your AO!

Special
circumstances

One Day TDY

- **Outside limits of the Permanent Duty Station (PDS), the AO will:**
  - **Approve standard business transportation.**
  - **Authorize 75% locality rate of M&IE if TDY is more than 12 hours (highest rate if more than one).**



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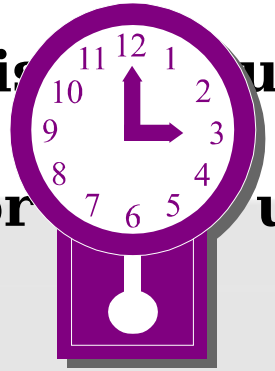


Local Travel

- **For 1 day TDY in local area of PDS.**
  - **Receive expenses for transportation, if not provided.**
  - **If POV is used, receive mileage minus:**
    - **Normal commute distance or**
    - **Normal commute cost.**
  - **Use odometer reading for mileage (log).**

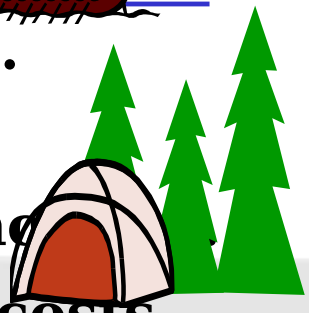
  - **Per diem typically not authorized. Exceptions for:**
    - **Threat to life or government equipment.**
    - **Arms control inspector escorts.**

Special Entitlements

Group Travel

- **Entitlements may vary.**
- **10 or more travelers = Transportation Office.**
- **Less than 10 = CTO.**
- **Business travel rules unless "no/limited reimbursement" has been directed by AO.**

Field Duty & TDY Aboard Vessels



- **Lodging and meals normally provided.**
- **No per diem.**
- **IE only if Essential Unit Messing authorized.**
- **Civilians may be reimbursed for food costs.**

After the Trip

After the Trip

The traveler must:

- ✔ **Submit a voucher within 5 days .**

- ✔ **Scan or Fax all receipts for air fare (if not charged to CBA), lodging, rental car, and expenses of $75 and above.**

- ✔ **Comply with local policies and procedures for their organization.**

Training Material Available

DTS Homepage

www.defensetravel.osd.mil

Summary

- **JFTR/JTR, Appendix O.**
- **Travelers rights and responsibilities.**
- **Travel policy as it applies to:**
  - ~ **Government Charge Card.**
  - ~ **Transportation entitlements.**
  - ~ **Per diem entitlements.**
  - ~ **Reimbursable expenses.**
- **Submit Voucher within 5 days.**

Questions?

Traveler
Training
begins